

30 May 1979

MEMORANDUM FOR: DD/Pers-P&C
DD/Pers-R&P
DD/Pers-SP
OP/CMD

STATINTL

FROM : [REDACTED]
Chief, Plans and Review Staff, OP

SUBJECT : Management Conference (Regular Objectives)

1. The next FY 1979 MBO Management Conference (Regular Objectives) with the Director of Personnel is scheduled for 10 July 1979 in the OP Conference Room at 10:30 for Plans and Control, 10:50 for Recruitment and Placement, and 11:00 for Special Programs. The Career Management Officer will follow the Special Programs presentation.

2. Quarterly action plans and narrative reports (for April, May, and June) on your FY 1979 OP level and DDA level objectives should be forwarded to the Plans and Review Staff by 29 June 1979.

[REDACTED] STATINTL

BSD - yes
CPD - none
RAO - completed

OBJECTIVE AND ACTION PLAN

STATINTL

OBJECTIVE NO.	10-79	OFFICE	OP/RAD	RESPONSIBLE OFFICER	
OBJECTIVE					
To validate the need for monthly retirement reports by determining the scope of the information utilized by Agency components and the frequency of need.					
FY	79	MYR	0.03	DOLLARS	\$900.00
PERIOD					
OCT - NOV					
DEC - JAN					
FEB - MAR					
APR - MAY					
JUN - JUL					
AUG - SEP					
+ EXCEEDING PLAN					
= MEETING PLAN					
< BEHIND PLAN					

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED Q; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Initiate a memorandum and forward same to all "user" offices, requesting responses by 31 December 1978, regarding the need for and use of the report and suggested changes.												
2. Conduct study of responses and suggested changes.												
3. Prepare report on results outlining any suggested changes.												
4. Submit revised report and distribution plan to the Director of Personnel for approval.												
5. Initiate new report and distribution plan.												

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January - March 1979

STATUS REPORT

Review of Monthly Retirement Report

10 - 79

1. Activity This Period

The action plan for this period called for conducting a study of the responses and suggested changes in the report, the preparation of a report outlining any suggested changes, and the submission of the revised report and distribution plan to the Director of Personnel for approval. This has been done. Since there will be no change in the content or format of the report, the 1 April 1979 report was produced as in the past, with only the distribution changed to delete the two offices who did not indicate sufficient need or use to justify continued receipt of the report.

2. Problems and Shortfalls

None.

3. Activity Next Period

None - objective completed.

4. Long-Term Outlook

None - objective completed.